

COUNCIL ON HOUSING
Public Session
Liberty Court
Dover, Delaware
January 13, 2010

Action Items

- Seaford Apartments Funding Request.

Motions

- Approval of December 9, 2009 Minutes.
- Approval of Seaford Apartments Resolution No. 399.
- Acceptance of all Committee Charges.

February 2010 Agenda Items

- Universal Design presentation.

Important Dates

- January 22, 2010 – Housing Policy committee meeting.
- February 3, 2010 – JFC Hearing.
- February 5, 2010 – Step-Up Requests-for-Proposals due.
- February 15, 2010 – first round HDF applications due.

John Walker, Chair, called to order the Public session of the Council on Housing at 2:10 p.m. on January 13, 2010. In addition to Mr. Walker, the following Council members were present:

Pat Batchelor
Russ Huxtable
Hugh Leahy
Connie Louder

Donna Mitchell
Ralph Peters
Ruth Sokolowski

The following Council members were absent and excused from the meeting:

Vincent White

Norma Zumsteg

Also attending:

Anas Ben Addi, Director, Delaware State Housing Authority (DSHA)
Calvin Bonniwell, Housing Project/Loan Manager, DSHA
Lynda Blythe, Administrative Specialist III, DSHA
Matthew Heckles, Legislative and Policy Advisor, DSHA
Cynthia Karnai, Director of Housing Finance, DSHA
Timothy McLaughlin, Deputy Director, DSHA

Guests present:

Tom Ayd, Seaford Housing LLC
George Danneman, Salvo Landau Gruen & Rogers
Arthur Edwards, Jr., The Severn Companies
David Layfield, Seaford Housing LLC
Gina Miserendino, Delaware Housing Coalition (DHC)
Michael Skipper, WSFS Bank

APPROVAL OF MINUTES

Ms. Sokolowski moved that the Minutes of December 9, 2009 be approved as written. Mr. Leahy seconded the motion and it was unanimously approved.

DSHA REPORT

Mr. Ben Addi reported three funding rounds are now open:

1. HDF applications for non-tax credit projects, the closing date is February 15, 2010. The second round will be in July 2010.
2. 2010 QAP was posted January 8th with a due date of April 9, 2010.
3. Step-Up III Request-for-Proposal for \$750,000 due February 5, 2010.

Mr. Ben Addi stated, in order to better acquaint Council with all facets of DSHA, a representative from each division will present an overview of their responsibilities, goals, challenges and opportunities and asked for Council's feedback on any of these aspects. Ms. Cynthia Karnai, Director of Housing Finance, will give the first presentation at this meeting.

HDF STATEMENT REVIEW

Mr. McLaughlin noted (using the attached handout):

1. Monroe Terrace, line 119, was approved by Council in December, and those funds are now shown in the 'committed' column.
2. Seaford Apts., line 126, will be presented by the Loan Review Committee at this meeting.

3. UCP-Garrett House, line 127, is waiting for funding confirmation from HUD and will be presented at a later date.

There is \$1.75 million funding available through the HDF, per Mr. McLaughlin, for the first round previously mentioned by Mr. Ben Addi.

REVISED HDF APPLICATION PROCESS

Mr. Walker stated the new process has been published as noted on the attached handout.

DSHA HOUSING FINANCE DEPARTMENT PRESENTATION

Mr. Walker introduced Ms. Karnai who gave a very informative presentation (copy attached) of the Housing Finance department of DSHA. Ms. Karnai specifically highlighted Housing Finance's products:

1. Home Ownership via:
 - a. Single Family Mortgage Revenue Bond Program
 - b. Second Mortgage Assistance Loan
 - c. Live Near Your Work
2. Foreclosure Prevention via the Delaware Emergency Mortgage Assistance Program.
3. Housing Safety and Accessibility via the Housing Rehabilitation Loan Program.
4. Staff Knowledge and Resources.

COMMITTEE REPORTS

LOAN REVIEW

Mr. Leahy, referring to the attached synopsis of the Seaford Housing, LLC funding request, noted this project will carry a high equity ratio at permanent closing, and that the committee's detailed comments had previously been sent to Council. Mr. Leahy, stating that it is the recommendation of the Loan Review Committee that Council approve Resolution No. 399, copy attached, moved for its approval. Mr. Huxtable seconded the motion which Council approved unanimously.

OPERATIONS COMMITTEE

Ms. Louder requested approval of the committee's charge which is included in this meeting's handout (copy attached). Mr. Heckles will contact committee members to set a date for the February meeting.

HOUSING POLICY

Ms. Sokolowski stated the committee held two meetings during January and a third is planned for January 22nd. A draft of the charge for the committee is included in this

meeting's handout (copy attached). Ms. Sokolowski stated and, inasmuch as no substantive comments on the charge had been received, asked that it be approved.

Key issues being reviewed, per Ms. Sokolowski are:

1. Universal Design.
2. Dedicated revenues for affordable housing units.
3. Housing for extremely low-income families.

COMMUNICATIONS COMMITTEE

Mr. Leahy reiterated it is this committee's charge to communicate on direction of Council and noted:

1. The committee's Charter as well as Program of Work is included in this meeting's handouts (copies attached).
2. Ms. Mitchell has been appointed to the committee.
3. Supporting materials will be prepared by the committee for the JFC Hearing to be held February 3, 2010.

Ms. Batchelor moved that Council accept each of the committee's charges as presented. Council agreed that the charges are to be kept separate from Council's By-Laws. Ms. Louder seconded the motion which was unanimously approved.

Mr. Heckles stated the Policy Committee is currently an ad hoc committee. However, the Policy Committee will be included as a standing committee in the By-Laws upon completion of their review by the Communications Committee.

NSP REPORT

Mr. Walker stated the NSP Report is included in the handouts (copy attached) at the request of Council. Mr. McLaughlin stated, due to the current economy, the program is not proceeding as rapidly as anticipated but at an acceptable pace. Ms. Powers noted the funds must be obligated by September 1, 2010 but have four years to be expended.

OTHER BUSINESS

Ms. Sokolowski stated the entire \$500,000 credit available for the current budget year from the Neighborhood Assistance Act (administered by DSHA) has been allocated and that reservations are being taken by DSHA for the FY2011 tax credit round, contingent upon renewal of the credit appropriation.

ADMINISTRATIVE MATTERS

Mr. Heckles stated he will advise Council of the date for meeting with the Governor, which should be known by January 15th.

Mr. McLaughlin stated an email will be sent to Council requesting their participation in the upcoming Step-Up process.

SCHEDULING OF NEXT MEETING

The next meeting will be held at 2:00 p.m. on February 10, 2010, at the Buena Vista Conference and Reception Center in New Castle, DE.

ADJOURNMENT

Upon motion made by Ms. Sokolowksi, seconded by Mr. Huxtable, and unanimously passed by Council, the meeting was adjourned at 3:07 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Lynda T. Blythe".

Lynda T. Blythe

Note: Copies of materials referenced as "attached" in these Minutes are available upon request.